

SECTION IV. SURVEY RESULTS FOR THE 16 RETIREMENT BOARDS WITH 2,001-88,000 ACTIVE MEMBERS

Administer the retirement system by ensuring compliance with Chapter 32 of the M.G.L.:

- 9 personally perform
- 2 supervise
- 5 personally perform & supervise

Prepare and maintain all accounting records and reports:

- 2 personally perform
- 13 supervise
- 1 personally perform & supervise

Prepare monthly payrolls for pensioners and staff:

- 1 personally perform
- 14 supervise
- 1 personally perform & supervise

Estimate and calculate pensions:

- 5 personally perform
- 7 supervise
- 4 personally perform & supervise

Counsel pensioners in retirement planning:

- 6 personally perform
- 2 supervise
- 8 personally perform & supervise

Serve as recording secretary for all retirement board meetings:

- 8 personally perform
- 7 supervise
- 1 personally perform & supervise

Make all travel arrangements and assist board members and staff in completing authorization and reimbursement forms:

- 9 personally perform
- 7 supervise

Prepare individual cases for decision by the board:

- 5 personally perform
- 5 supervise
- 6 personally perform & supervise

Analyze pending legislation that may impact the retirement system:

- 12 personally perform
- 2 supervise
- 2 personally perform & supervise

Serve as liaison with PERAC and CRAB:

- 10 personally perform
- 2 supervise
- 4 personally perform & supervise

Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations:

- 13 personally perform
- 1 supervise
- 1 personally perform & supervise
- 1 blank

Write reports, business correspondence, and procedure manuals:

- 8 personally perform
- 1 supervise
- 6 personally perform & supervise
- 1 blank

Administer competitive bidding process for goods and services:

- 10 personally perform
- 2 supervise
- 3 personally perform & supervise
- 1 blank

Coordinate periodic meetings with investment managers to review portfolio:

- 9 personally perform
- 3 supervise
- 1 personally perform & supervise
- 3 blank

Use word processing, spreadsheet and data base software applications in a Windows-based environment:

- 6 personally perform
- 2 supervise
- 8 personally perform & supervise

Use software applications designed for retirement systems:

- 6 personally perform
- 1 supervise
- 9 personally perform & supervise

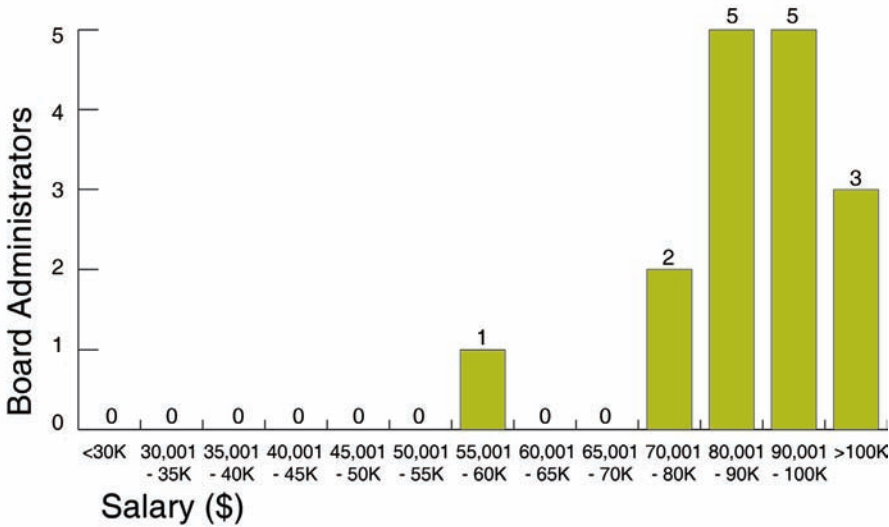
Ensure that software upgrades are implemented on a timely basis:

- 6 personally perform
- 5 supervise
- 2 personally perform & supervise
- 3 blank

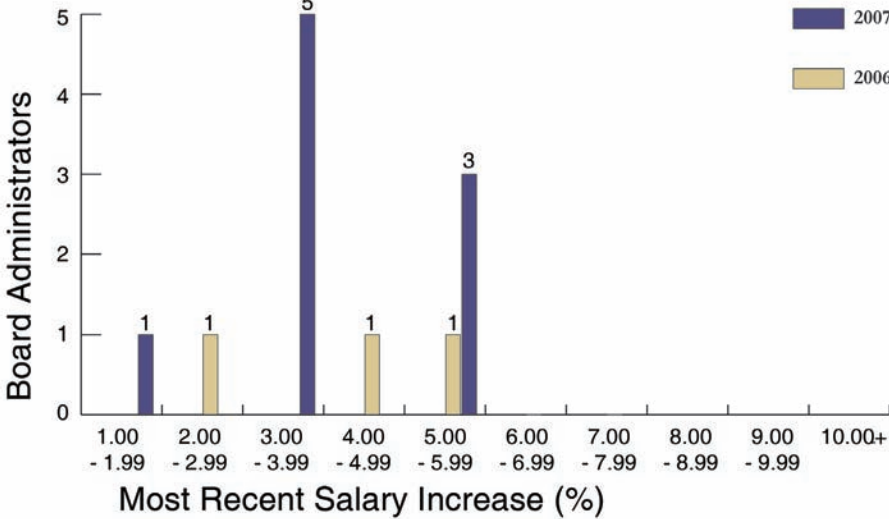
*Chief
Retirement
Administrator
Job Profile*

SECTION IV. SURVEY RESULTS FOR THE 16 RETIREMENT BOARDS WITH 2,001-88,000 ACTIVE MEMBERS (CONT.)

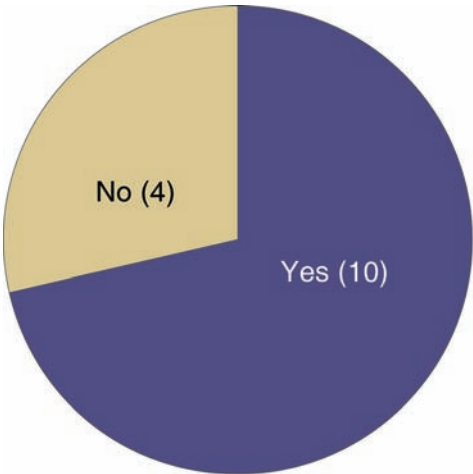
Salary
(16 responses)



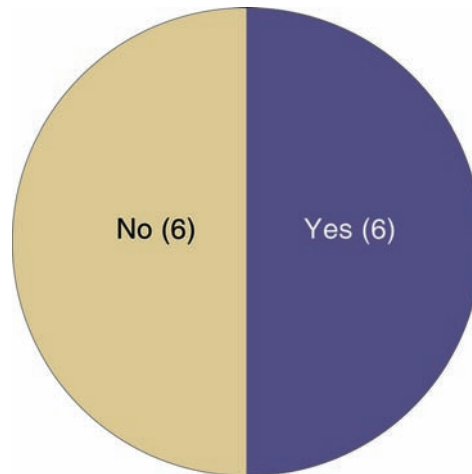
Most Recent
Salary Increase
(12 responses)



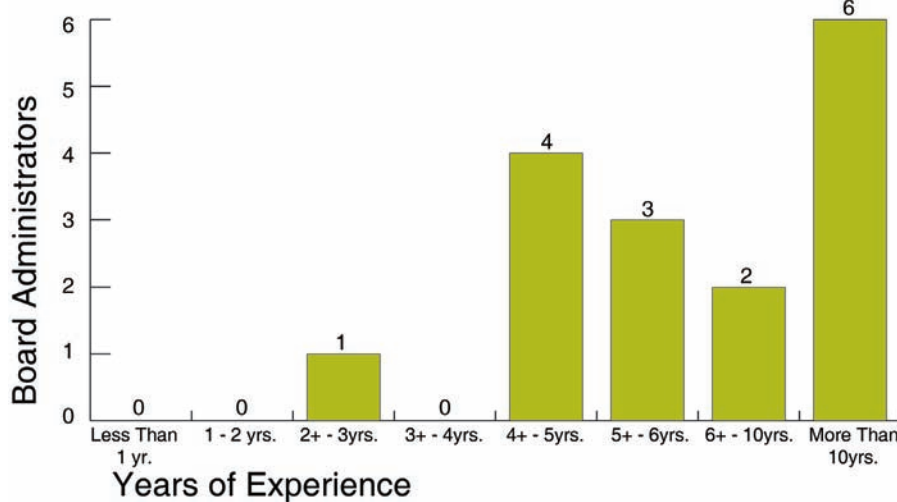
Annual
Performance
Evaluation
(14 responses)



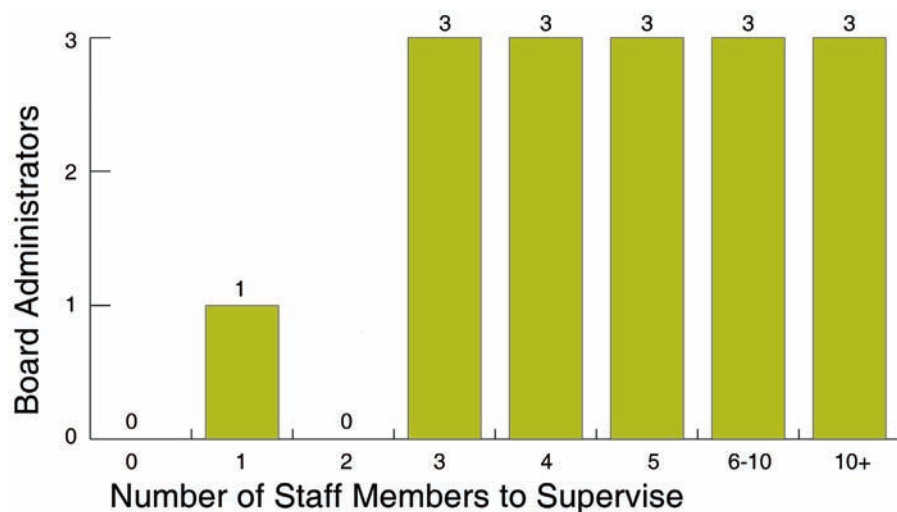
SECTION IV. SURVEY RESULTS FOR THE 16 RETIREMENT BOARDS WITH 2,001-88,000 ACTIVE MEMBERS (CONT.)



*Written
Performance
Evaluation*
(12 responses)



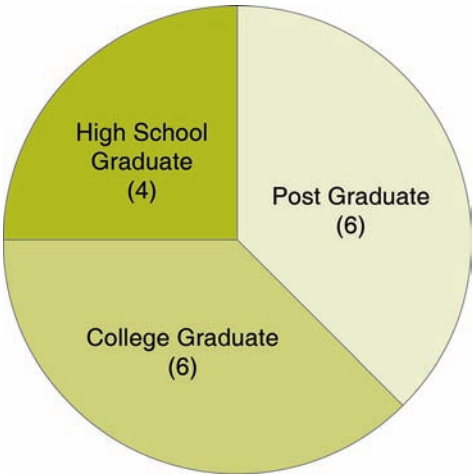
*Years of
Experience*
(16 responses)



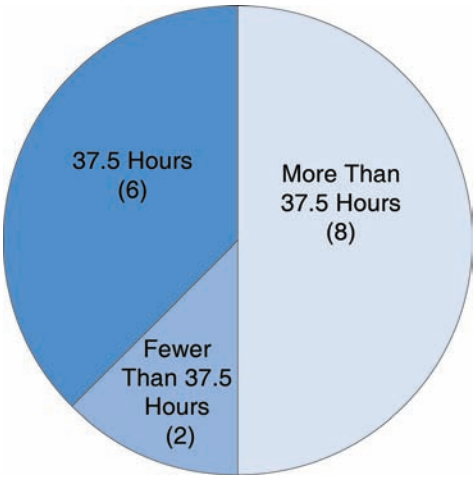
*Staff
Members
to Supervise*
(16 responses)

**SECTION IV. SURVEY RESULTS FOR THE 16 RETIREMENT
BOARDS WITH 2,001-88,000 ACTIVE MEMBERS (CONT.)**

*Level of
Education*
(16 responses)



*Hourly
Work Week*
(16 responses)



*Weeks of
Vacation*
(16 responses)

